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Governor



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Thomas J. Sadowski
Director

MEMORANDUM

TO: All State Agencies
FROM: OA/Accounting
DATE: July 7, 2006
RE: Vendor Payment Website

We are pleased to announce that the vendor payment website is now available at <http://www.vendorpay.oa.mo.gov>. This site will allow vendors to obtain detail for all payments issued from the SAM II financial system for the past 24 months. This site will also assist state employees wanting to know if their expense accounts have been paid.

The website address is being printed on the check stub for all checks printed from the SAM II financial system. However, those vendors who receive EFT will not be aware of this website address so we are asking all agencies to communicate this information to their vendors in the normal course of business.

In the past, some vendors may have refrained from receiving their payments via EFT, because most banks charge for the addendum record, which provides the detail information. Now that this site is available, we ask all agencies to encourage their vendors to sign up for EFT and begin taking advantage of this website.

Also, please encourage the vendors to verify the location information that appears on the site, as this is what is in the State's financial vendor file. If any information needs to be updated, please have them submit a completed and signed vendor input form. They can access a link to the form from this site.

For the vendors to get the most assistance from this site regarding payments, all agencies need to make sure they reference the invoice and other relevant data when processing the payment. If the information is not put on the payment, it will not show up on the website.

If you have any questions, comments, or need assistance, please have your customer service coordinator contact OA/Accounting @ (573)522-6000.